



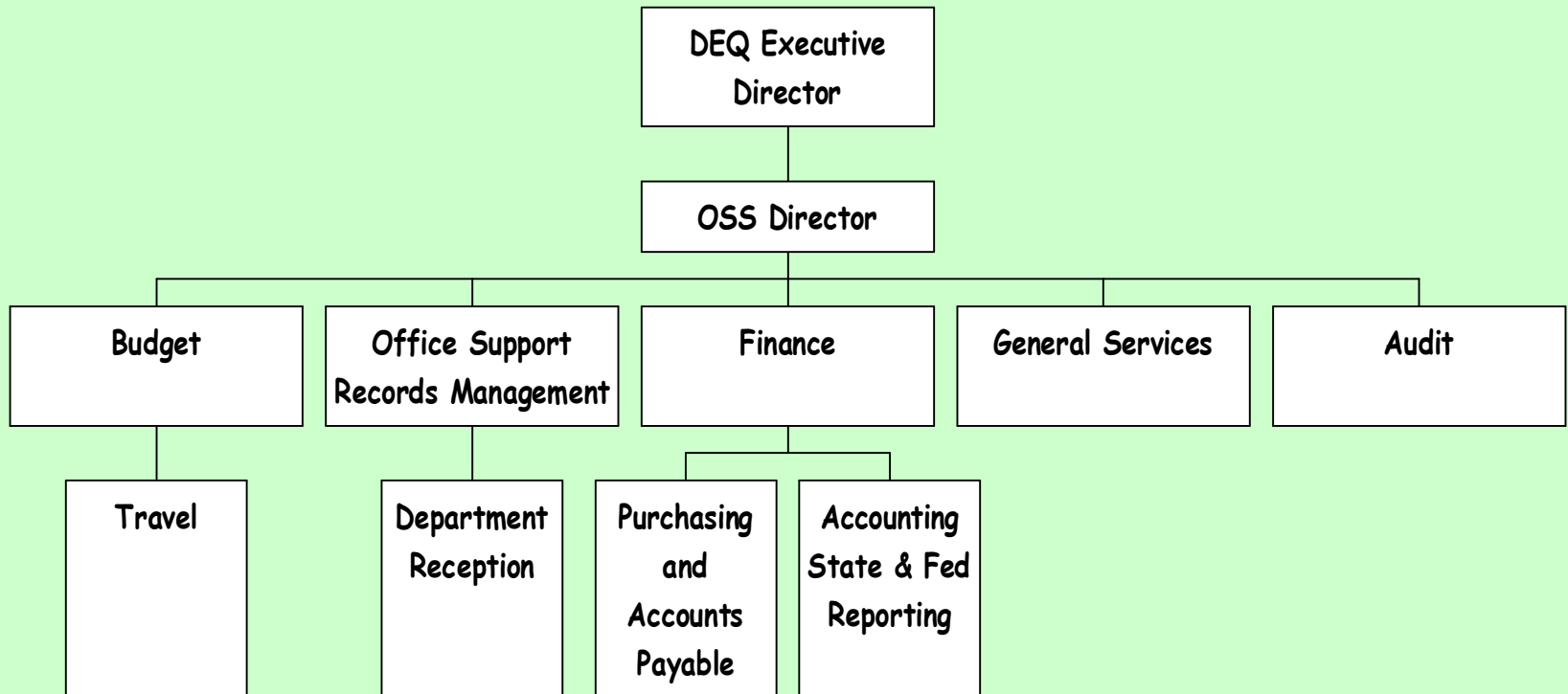
DEQ 101

SUPPORT SERVICES



Steve Higley,
Director

Office of Support Services ORG Chart





FINANCE



Craig Silotti

Negotiating Federal indirect cost rate

Department accounting functions:

- all revenue and expenditure records
- management & maintenance of Dept. accounting system & organizational structure
- accounts receivable
- cash receipt control



Dale Jorgensen

MORE FINANCE

U.S. Treasury draw downs

Petty Cash

Accounts Payable

All Department purchasing and contracting



Valerie Warr



Sharon Schofield



Robin Kelly

MORE FINANCE . . .

Federal Grant Administration

- Financial reports for applicants
- Close out and Federal grant financial reporting

Financial reports for management

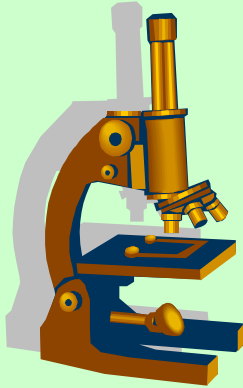


Marc Earnhardt



Meagan Gardner

Audit



Dan Nielson

Audit fees from waste disposal facilities

Audits of Departmental finance and accounting operations

Audit Department business operations

Special Audits as requested by Department director

Review of contracts for compliance with state procurement regulations

BUDGET



Curtis White

Coordinate preparation of Department budget - \$40 to \$50 million

- Assure adequate budget control
- Respond to questions from the Governor's Office and from the Legislature
- Prepare historical analysis of various budget information



TRAVEL SECTION



Debbie Parry

Books airline tickets; looks for least cost trip options; travel advances; registration fees; State and Department policy compliance

Review and approve out of state travel requests for over 500 trips per year.

Review and prepare travel reimbursement claims for over 2000 trips per year - both in state and out of state travels.

GENERAL SERVICES:

Risk Management

Security

Construction Projects

Cubicle reconfiguration and design

Custodial Services

Building and Grounds Maintenance



Daryl Cramer



OFFICE SUPPORT & RECORDS MANAGEMENT



Laurie Leib



Valerie Phillips



Eva Jensen

Telephone Problems

Records Mngt & GRAMA requests

Department Receptionist

Large Conference Room Scheduling

Mail and Payroll Distribution

Travel Back-up - tickets and approvals

Cash Receipts - Travel; bus passes, etc.